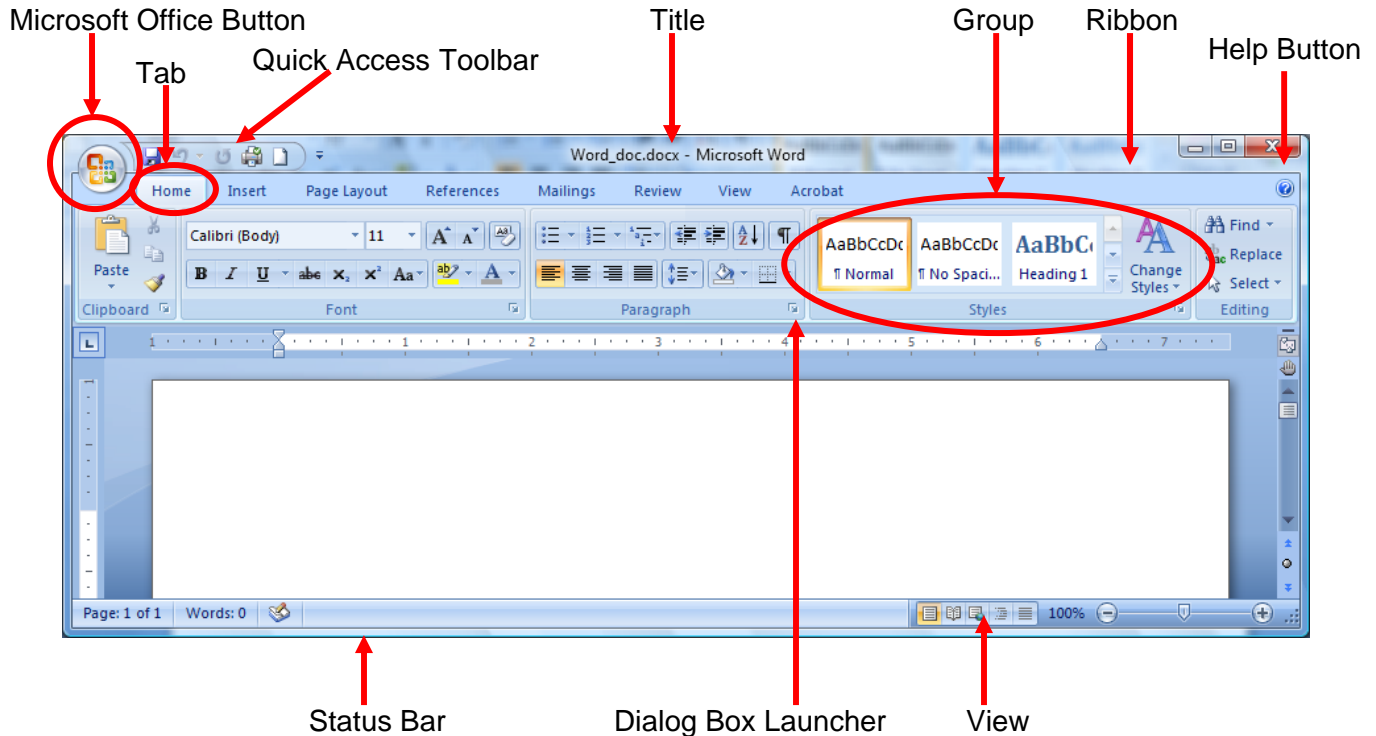




Microsoft Office Word 2007

The new Word environment is designed to more closely reflect the way people generally work with the program. Let's tour the new look.

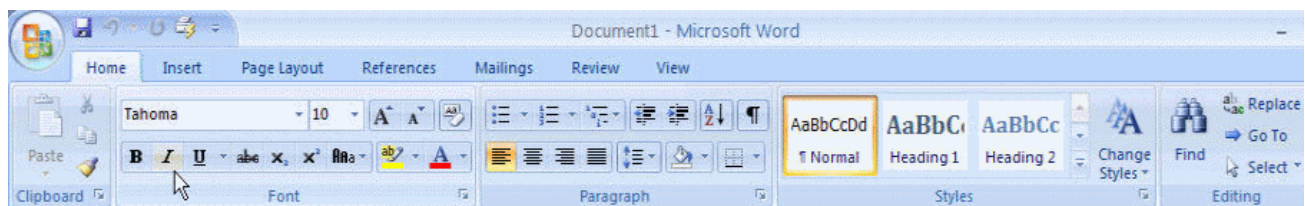


- **Microsoft Office Button:** holds commands related to managing Word and Word documents as a whole; replaces the File Menu that appeared in previous versions of Word.
- **Tab:** holds commands related to working with document content; the Home tab is active by default; clicking on one of the other tabs displays that tab's buttons.
- **Title Bar:** displays the name of the active document.
- **Quick Access Toolbar:** holds commands that you use often; Save, Undo, and Repeat buttons are active by default; you can customize the toolbar to hold any command you use frequently.
- **Group:** holds organized buttons according to tabs.
- **Ribbon:** below the Title Bar; makes all the capabilities of Word available in a single area.
- **Microsoft Office Word Help Button:** right-hand end of the ribbon; allows you to search for Word help.
- **Status Bar:** gives information about the current document; right click to turn on or off items that are displayed.
- **Dialog Box Launcher:** holds related but less common commands; display by clicking at the right end of the group's title bar.
- **View Toolbar:** provides tools for adjusting the view of a document.

The goal of the redesigned working environment is supposed to make features more accessible and visible. For example, when a formatting option has several choices, they

are displayed in a **gallery of thumbnails**. If you point to a thumbnail in a gallery, **live preview** shows you what the choice will look like if you apply it.

As with all Office 2007 applications, the Ribbon is the biggest visual change. Instead of hiding in menus, functions are displayed on the Ribbon. They are grouped by tasks, and by clicking a tab, you can display the list of functions for that task. Instead of having to remember what menu something was under or what tiny button you needed to press on a toolbar, it is all right there for you to see. The new Ribbon groups your tools by task, and the commands you use most frequently are close at hand. Sometimes it isn't always intuitive as to what tab certain functions are listed under, but overall the Ribbon is a great enhancement to Office 2007. Until you get used to the Ribbon, you will think that Microsoft hid things from you. For instance, you would think that Spell Check is under the References tab, but it is not. It is under the Review tab.



Here are some ways to make the Ribbon work better for you:

- Click the **Launcher** in the bottom right corner of a group to launch the dialog box or task pane for those group tasks.
- To display only the tabs in the Ribbon, right-click in the Ribbon and select **Minimize the Ribbon** from the resulting menu.
- To swap placement of the Quick Access toolbar and the Ribbon, right-click in the Ribbon and select **Show Quick Access Toolbar Below the Ribbon** from the resulting menu.

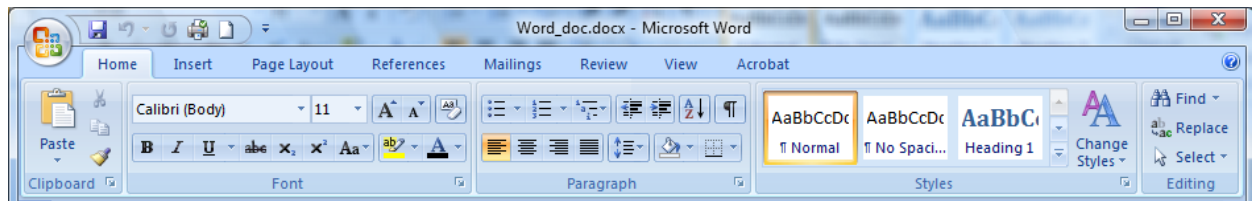
If you are new to Office 2007, you know it is quite different. The use of the Ribbon is handy, but you have to know what kind of tool is under which heading. You would think that Spell Check is under the References tab, but it is not. To access Spelling & Grammar Check, as well as Research, Thesaurus, Translation, and Word Count, click on the **Review** tab and click a button in the **Proofing** group. If you want to make it even easier to find, right-click the Spelling & Grammar button and select **Add to Quick Access toolbar** from the resulting menu.

It is now time to get familiar with the new look of Word 2007. Start a new Word document by clicking on the Start button at the bottom left-hand corner of your desktop.

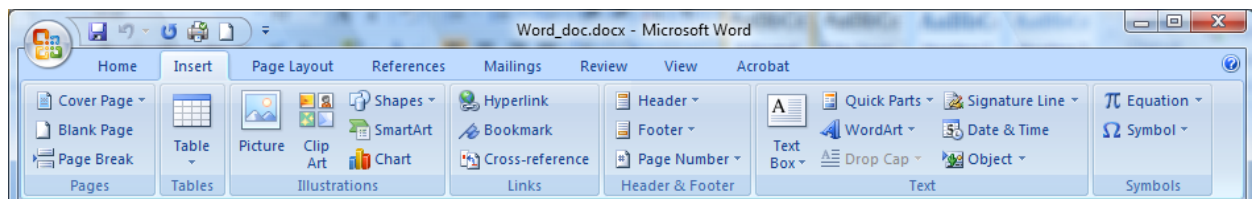


Now, let's take a closer look at the Ribbon! As you look at each tab, roll your mouse over each button to see the **ScreenTips**; this will name the button and describe its functions.

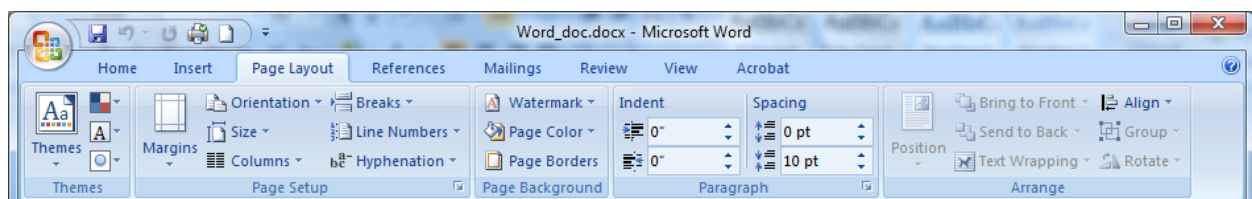
1. The **Home** tab contains buttons related to working with document content and are organized in five groups: Clipboard, Font, Paragraph, Styles, and Editing.



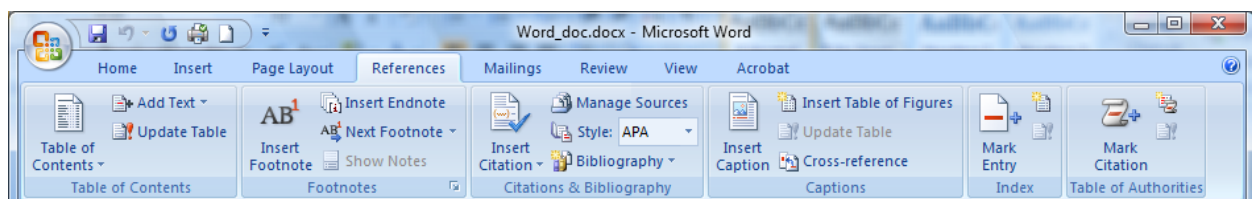
2. The **Insert** tab contains buttons related to all the items you can insert and are organized in seven groups: Pages, Tables, Illustrations, Links, Header & Footer, Text, and Symbols.



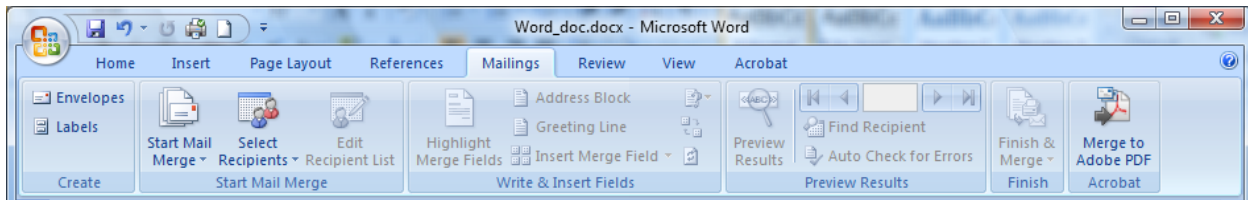
3. The **Page Layout** tab contains buttons related to the appearance of your document and are organized in five groups: Themes, Page Setup, Page Background, Paragraph, and Arrange.



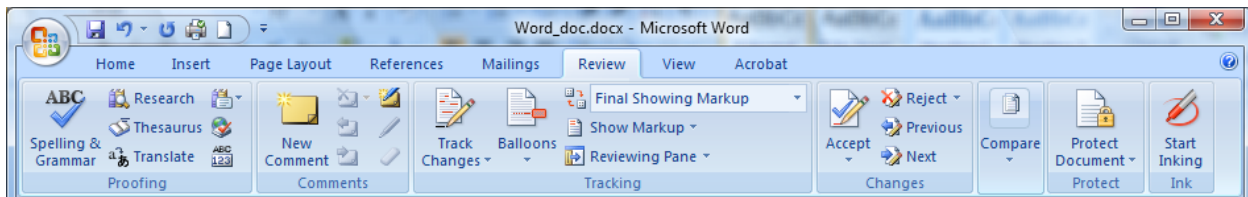
4. The **References** tab contains buttons related to items you can add to long documents such as reports; they are organized in six groups: Table of Contents, Footnotes, Citations & Bibliography, Captions, Index, and Table of Authorities.



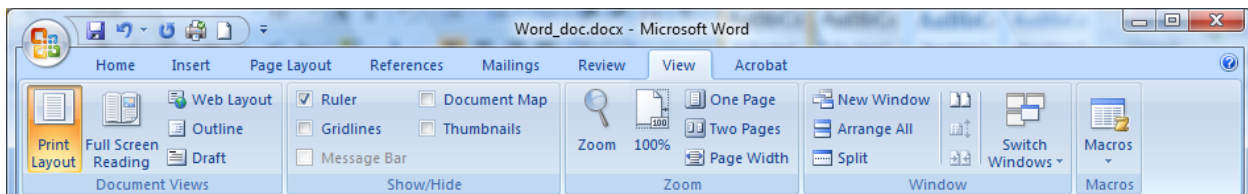
5. The **Mailings** tab contains buttons related to mass mailings and are organized in five groups: Create, Start Mail Merge, Write & Insert Fields, Preview Results, and Finish.



6. The **Review** tab contains buttons related to proofing, commenting, and changing documents; they are organized in six groups: Proofing, Comments, Tracking, Changes, Compare, and Protect.



7. The **View** tab contains buttons related to changing the view or the display of documents; they are organized in five groups: Document Views, Show/Hide, Zoom, Window, and Macros.



Word 2007 Basics



Creating a New Document



1. Click the Microsoft Office Button, and then click **New**.
2. Double-click **Blank document**.

Or Start a Document from a Template

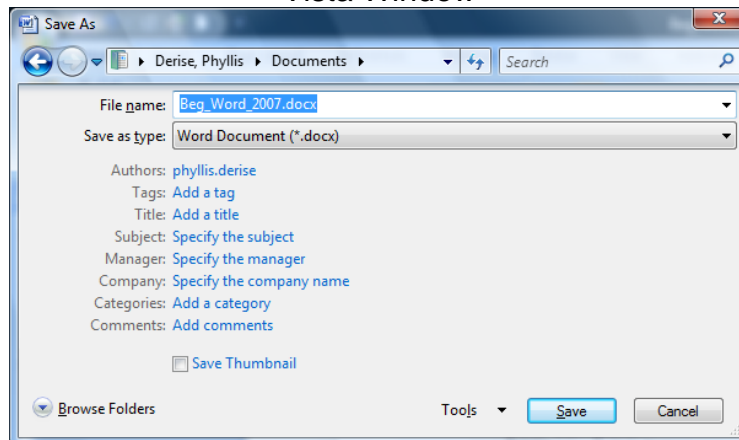
1. Click the Microsoft Office Button, and then click **New**.
2. Under Templates, do one of the following:
 - a. Click **Installed Templates** to select a template that is available on your computer.
 - b. Click one of the links under **Microsoft Office Online**, such as **Flyers** or **Letters and Letterhead**.
3. Double-click the template that you want.

Saving a Document

To keep your work, you have to save it, and it's never too early to do that.



1. To save a document for the first time, either click the **Save** icon  on the **Quick Access Toolbar** or click the **Microsoft Office Button**  and then click **Save**, or press **CTRL + S**.
2. In the Save As dialog box, choose a location to save the document.
 - In Windows Vista, select a location to save the document in the **Address Bar** at the top of the dialog box. It defaults to Documents or the last place you saved a Word document.
 - In Windows XP, select a location to save the document in the **Save In** list at the top of the dialog box.
3. Enter a name for the document in the **File name** box.
4. The **Save as type** box should say Word document (*.docx file extension).
5. Click **Save**.

Vista Window





Closing a Document

When you are through with a document and have saved your work, close the file.

- Click the **Microsoft Office Button** , and then click **Close**.
- Click the **Microsoft Office Button** , and then click **Exit Word** in the lower right-hand corner.

Opening a Document

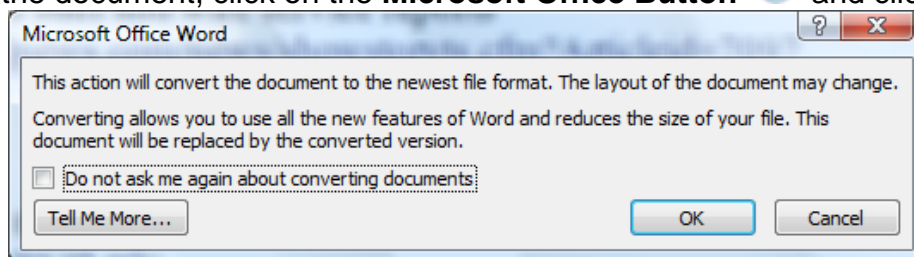
If you already have a Word document that you want to open, there are several ways to open it.

- To see a list of the documents opened most recently, click the **Microsoft Office Button** . Click any document in the **Recent Documents** list to open it. If you use a document frequently, there is even a way to pin it to the Recent Documents list.
- Click the **Microsoft Office Button** , and then click **Open**. The Open dialog box will appear. The first time the Open dialog box is used, it will default to the Documents folder. If you use it again in the same Word session, it will open in the last location used.
- **CTRL + O** will also open the Open dialog box so you can browse to the document that you want to open.

Quick Tip: Documents created with previous versions of Word can be opened with Word 2007. The name of the document appears in the title bar with **Compatibility Mode** to its right. Compatibility Mode ensures that no new or enhanced features in Office Word 2007 are available while you are working with a document, so that people who are using previous versions of Word will have full editing capabilities. You can work in Compatibility Mode or you can convert your document to the Office Word 2007 file format. The Word Convert command clears the compatibility options so that the document layout appears as it would if it had been created in Word 2007. If the file is in .doc format, the Convert command also upgrades the file to the **.docx** format.

Converting your document allows access to the new and enhanced features in Office Word 2007. However, people who are using previous versions of Word may be prevented from or have difficulty editing certain portions of the document that were created by using new or enhanced features in Office Word 2007. Anyone trying to read Office 2007 with previous versions of Word will have to install the **Compatibility Pack for Office 2007** (available for free download from Microsoft Office Online).

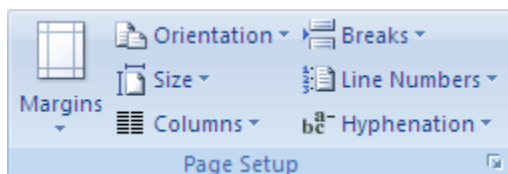
To convert the document, click on the **Microsoft Office Button**  and click **Convert**.



Changing Page Margins

If you are changing the margins for a whole document that is divided into sections, press CTRL+A to select the entire document before you begin.

1. On the **Page Layout** tab, in the **Page Setup** group, click **Margins**.



2. Do one of the following:
 - Click the margin type that you want. For the most common margin width, click **Normal**.
 - Click **Custom Margins**, and then in the **Top**, **Bottom**, **Left**, and **Right** boxes, enter new values for the margins.

Changing the Default Margins

You can change the default margins that Microsoft Office Word uses for all new blank documents.

1. After you select a new margin for the document, click **Margins** in the Page Setup group again, and then click **Custom Margins**.
2. In the **Page Setup** dialog box, click **Default**.

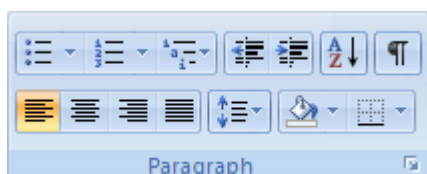
The new default settings are saved in the template on which the document is based. Each new document based on that template automatically uses the new margin settings.

Quick Tip: If all you want to do is get to the **Page Setup** dialog box, double-click in the margin part on the ruler at the top of your document. Your ruler must be selected in order for it to show up. That setting is under the **View** tab in the **Show/Hide** group.

Changing Line Spacing

If a line contains a large text character, graphic, or formula, Microsoft Office Word increases the spacing for that line.

1. Select the paragraph for which you want to change the line spacing.
2. On the Home tab, in the Paragraph group, click **Line Spacing**.



3. Do one of the following:
 - To apply a new setting, click the number of line spaces that you want.
 - For example, if you click 1.0, the selected text is single-spaced.
 - To set more precise spacing measurements, click **Line Spacing Options**, and then select the options that you want under Line spacing.

Line Spacing Options

- **Single:** This option accommodates the largest font in that line, plus a small amount of extra space. The amount of extra space varies depending on the font that is used.
- **1.5 lines:** This option is one-and-one-half times that of single-line spacing.
- **Double:** This option is twice that of single line spacing.
- **At least:** This option sets the minimum line spacing that is needed to fit the largest font or graphic on the line.
- **Exactly:** This option sets fixed line spacing that Word does not adjust.
- **Multiple:** This option sets line spacing that is increased or decreased from single spacing by a percentage that you specify. For example, setting line spacing to 1.2 will increase the space by 20 percent.

Working with Text

Inserting Text

1. Once you have a new document open in Word, you can immediately begin inputting text by clicking within the document window and typing.
2. The font, font color, font style, font size, and line spacing will vary depending on any customizations that have been set as default.
3. Text will appear at the location of the cursor and will wrap to the next line.
4. Pressing the **Enter** key will end the paragraph and you can begin typing on the next line.

Selecting and Deselecting Text

1. Place the pointer in front of the text you wish to select.
2. The pointer will turn into an **I-beam pointer**.
3. Hold down the left mouse button and pass the pointer over the text you wish to select. Selected text appears highlighted on the screen.
4. Release the mouse button when you have selected all the text. You may now copy or cut the text or apply other changes to the selected text.
5. To deselect text, simply click anywhere in the document away from the selected text.

Deleting Text

1. Select the text you wish to delete and press the **Delete** key.
OR
2. If you only want to delete a few characters, place the cursor either in front or behind the characters you wish to delete. Then press the **Backspace** key (to delete backwards) or the **Delete** key (to delete forward).

Quick Tips: You can select specific items like words, sentences, or paragraphs with just a few clicks of the mouse.

- To select a word, double-click it.
- To select a sentence, click anywhere in the sentence while holding the **CTRL** key.

- To select a paragraph, triple-click it.
- To select adjacent words, click in front or behind the words and then hold Shift key and use the arrow keys or click at the end of the text you wish to select.





More Quick Tips: You can also select various items by utilizing the **selection area** (an invisible area in the left margin).

- To select a line, click the selection area to the left of the line.
- To select a paragraph, double-click the selection area to the left of the paragraph.
- To select an entire document, triple-click the selection area.

Moving the Insertion Point

Sometimes you will want to move the insertion point quickly from the beginning to the end. Press **Ctrl + Home** OR **Ctrl + End**.

Moving or Copying Text and Graphics




1. Select the item you want to move or copy.
2. Do one of the following:
 - To move the item, press **CTRL+X**, OR use the **Cut** icon  on the Home tab in the Clipboard group.
 - To copy the item, press **CTRL+C**, OR use the **Copy** icon  on the Home tab in the Clipboard group.
3. If you want to move or copy the item to another document, switch to that document, OR use the **Clipboard**.
4. Click where you want the item to appear.
 - Press **CTRL+V**, OR use the **Paste** icon  on the Home tab in the Clipboard group.
5. To adjust the format of the items that are pasted, click the **Paste Options** button  that appears just below your pasted selection, and then click the option that you want.


Using the Clipboard

When you need to move or copy text between two locations or two documents that you can't see at the same time, you may want to use the clipboard.

1. Select the text, and then click the Cut or Copy icon on the Home tab in the Clipboard group.
2. You can place up to 24 items, text or graphics, in the clipboard. These items can be pasted elsewhere in the document, on another document, or in another Office program either individually, in multiples, or all at once by opening up the clipboard, selecting the items, and pasting them in wherever they need to be.

Undoing Mistakes

1. On the **Quick Access Toolbar**, point to Undo . Word displays the most recent action that you can undo.
2. Click Undo  or press **CTRL + Z**. If you want to undo a different action, click the arrow next to Undo , and then click the action in the list of most recent actions. When you undo an action, you also undo all actions above it in the list.

Quick Tip: If you later decide you didn't want to undo an action, click **Redo**  on the Quick Access Toolbar or press **CTRL+Y**.

Overtyping

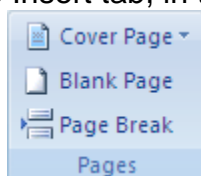
In previous versions of Word, it was possible to switch from Insert mode to Overtyping mode by accidentally hitting the Insert key. In Overtyping mode existing text does not move to the right when you type new text. Each character you type replaces existing characters. In Word 2007, you must deliberately switch to Overtyping mode.

1. Right-click the status bar and then click **Overtyping** to display the Insert mode status at the left end of the status bar.
2. Click **Insert** on the status bar. The word Overtyping then replaces Insert. You can click the word to switch back when you are finished with Overtyping.

Adding and Deleting Pages

Adding a Page

1. Click where you want to insert a new page in your document. The inserted page will appear just before your cursor.
2. On the Insert tab, in the Pages group, click Blank Page.



Combining Two Pages

You can combine two pages by placing your cursor between the two pages and pressing **BACKSPACE**.

Deleting a Blank Page

Do one of the following:

- To delete a blank page in your document, put your cursor at the start of the page that you want to delete, and then press **BACKSPACE**.
- To delete a blank page at the end of the document, go to the end of the document and delete any extra paragraph marks. If you still see a page break, select the page break, and then press **DELETE**.

Note: Make sure that you are in **Draft view** (on the **View** tab, in the **Document Views** group, click **Draft**). If paragraph markers (¶), are not visible, click **Show/Hide ¶** in the **Paragraph** group on the **Home** tab. Draft view is the view that shows text formatting and a simplified page layout. Draft view is convenient for most editing and formatting tasks.

Editing Documents

Revising Words Underlined in Red, Green, or Blue

If you are a Word user, you may or may not know about the red and green wavy lines under words; but, what is that blue wavy line all about in Word 2007? Word enters a wavy red underline under misspelled words or under words it does not recognize. A wavy green underline under text means that Word thinks the grammar should be revised. A blue underline means a word may not be the correct word in the sentence.

Any time you see an underlined word, simply **right-click** the word that is underlined, and then select a suggested revision. Your selection will replace the underlined word, and the underline will go away. It is rare that Word will not offer suggestions for alternatives...unless it is a proper noun like a name. If you enter something that is correctly spelled but Word doesn't recognize it, you can always right-click on it, and then click **Add to Dictionary**.

Quick Tip: Word is really good at spelling most of the time. However, grammar and correct word usage will take some judgment and knowledge from the user. You can click **Ignore** or **Ignore All** to ignore suggested revisions and get rid of the underlines. Those selections will only apply to the current document.

If the wavy lines don't drive you crazy, you can always ignore the lines and just check spelling and grammar all at once when you are done. To do this, you simply click on the **Review** tab and click **Spelling & Grammar** in the **Proofing** group.

Quick Tip: Word also has a **Spelling and Grammar Check** quick button on the status bar at the bottom of the Word window. It looks like a book, and it either shows a check mark or a red X on it. The red X means that Word thinks there are errors that need to be corrected.



= No proofing errors



= Proofing errors were found. Click to correct.

Finding the Right Word


Using the Research feature, you can look up synonyms (different words with the same meaning) and antonyms (words with the opposite meaning) in the thesaurus.

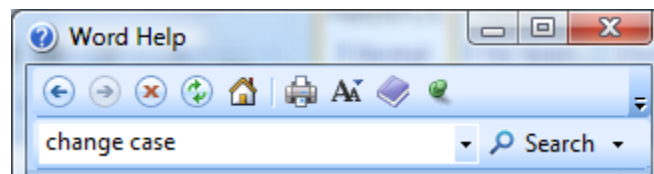
1. On the Review tab, click **Thesaurus**.
2. Press **ALT** and click the word that you want to look up. Results appear in the Research task pane.

3. To use one of the words in the list of results or to search for more words, do one of the following:
 - To use one of the words, point to it, click the down arrow, and then click **Insert** or **Copy**.
 - To look up additional related words, click a word in the list of results.

Quick Tip: You can look up a word quickly if you right-click anywhere in the document, and then click **Synonym** on the shortcut menu.

Getting Help

To find out how to do something, click the Microsoft Office Word Help button  in the upper-right corner of the Word window. Then type your question in the Type words to search for box, next to Search.



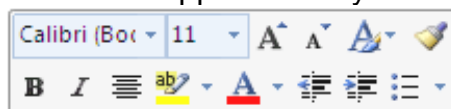
Adding Basic Formatting, Styles, and Themes

Office Word 2007 offers easy ways to change formatting in a document, including fonts and styles. However, for a professional looking document in very little time, you can use themes that choose the right combination of fonts and colors for you.

Changing the Text Size

In Office Word 2007, you can use the formatting options Mini toolbar to quickly format text. The Mini toolbar appears automatically when you select text. It also appears with the menu when you select text and then right-click.

1. Select the text that you want to change, and then move your pointer to the Mini toolbar that appears with your text selection.



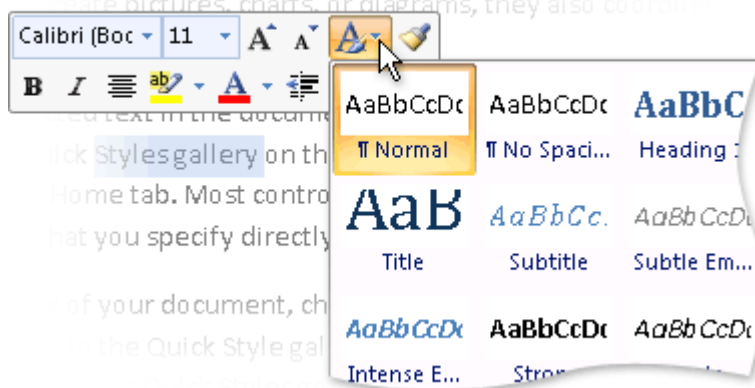
2. Do one of the following:
 - To make the text larger, click **Grow Font**, or press **CTRL+SHIFT+>**.
 - To make the text smaller, click **Shrink Font**, or press **CTRL+SHIFT+<**.

Quick Tip: You can also change the font size in the **Font** group on the **Home** tab.

Applying a Style

Applying a style to a selection of text in Office Word 2007 is as easy as clicking a button on the Mini toolbar that appears when you select text.

1. Select the text to which you want to apply a style.
For example, you can select text that you want to make into a heading. If you want to change the style for an entire paragraph, click anywhere in the paragraph.
2. Move your pointer to the **Mini toolbar** that appears with your text selection, click to open the **Quick Styles gallery**, and then click the style that you want.



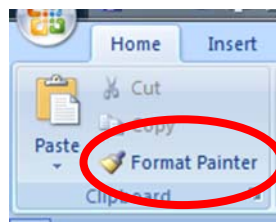
For example, if you select text that you want to style as a title, click the style called **Title** in the Quick Styles gallery.

Quick Tip: Don't forget! If you point to a thumbnail in a gallery, **live preview** shows you what the choice will look like if you apply it.

Reusing Formatting

Use the **Format Painter** to copy the text formatting from one area of a document and apply it to another area.

1. Select the text that has the formatting that you want to apply to other areas.
2. On the **Home** tab, in the **Clipboard** group, click **Format Painter**.



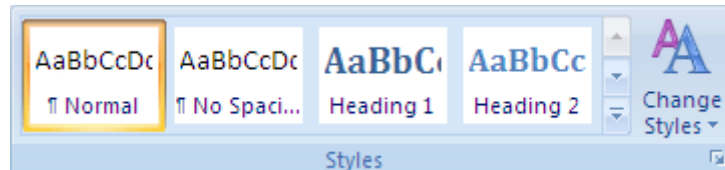
Note: To apply the text format to multiple areas, double-click **Format Painter**. When you finish applying formatting, click **Format Painter** again, or press **ESC**.

Changing a Quick Style Set

You can dramatically change the look of your document by changing the Quick Style set that you use. If you don't like the look of the styles you selected, you can either select a different set from the gallery of styles, or change a styles set to suit your preferences.

Changing the Quick Style Set

1. On the **Home** tab, in the **Styles** group, click **Change Styles**.



2. Point to **Style Set**, and then click the style set that you want, such as **Formal**.

Quick Tip: You can preview any style set by pointing to the style set and previewing the styles changes in your document.

Creating a New Quick Style

Quick Styles are sets of styles that are created to work together. Although a Quick Style set likely contains all of the styles that you need to build a document, you may want to add a new style. You can also create additional styles, such as a new table or list style.


1. Select the text that you want to create as a new style.
For example, perhaps you want the word **homework** to always appear as bold and red in your document.
2. On the Mini toolbar that appears above your selection, click **Bold** and **Red** to format the text.
3. Right-click the selection, click **Styles**, and then click **Save Selection as a New Quick Style**.
4. Give the style a name — for example, **homework** — and then click **OK**.

The **homework** style that you created appears in the Quick Styles gallery with the name that you gave it, ready for you to use whenever you want text to be bold and red.

Quick Tip: You may want to block users from changing the default Quick Style set. If so, here's how:

1. On the **Home** tab, in the **Styles** group, click the **Styles Dialog Box Launcher**.



2. In the Styles dialog box, click **Manage Styles** , and then click the **Restrict** tab.
 3. Select the **Block Quick Style Set switching** check box.
- Note: Restricting users from changing the Quick Style set does not prevent them from changing the font or color themes.

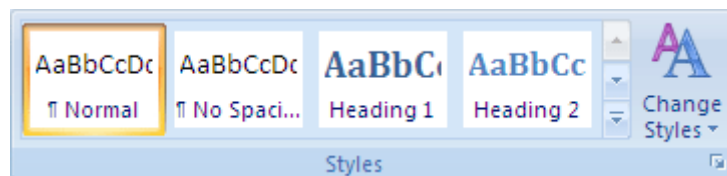
Applying a Theme

Theme changes are a way to refine and individualize the look of the Quick Styles set that you choose for your document. By experimenting with styles, fonts, and colors, you can find the look that works for your documents.

Applying a Predefined Font Theme

You can change the fonts in your document by selecting a new font theme. When you choose a new font theme, you change the heading and body text font for the document that you are working on.

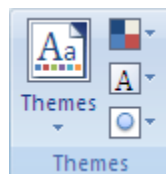
1. On the **Home** tab, in the **Styles** group, click **Change Styles**.



2. Point to **Fonts**, and click the built-in font theme that you want to use.

Creating a Custom Font Theme

1. On the **Page Layout** tab, in the **Themes** group, click **Theme Fonts**.

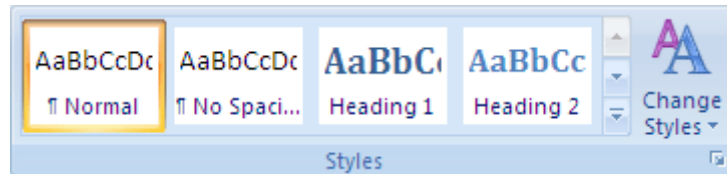


2. Click **Create New Theme Fonts**.
3. Select the fonts and sizes that you want to use in the **Heading font** and **Body font** lists. The sample is updated with the fonts that you select.
4. In the **Name** box, type a name for the new font theme.
5. Click **Save**.

Applying a Predefined Color Theme

You can change the colors in your document by selecting a new color theme. When you choose a new color theme, Word automatically formats various parts of your document with colors that are designed to work together.

1. On the **Home** tab, in the **Styles** group, click **Change Styles**.



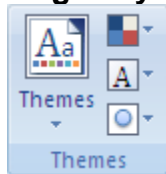
2. Point to **Colors**, and then click the color theme that you want to use.

Quick Tip: If you have added a custom style with a color defined, changing the color theme may change the color of your custom style.

Creating a Custom Color Theme

When you apply a color theme and then change one or more of the colors in your document, those changes immediately affect the active document. If you want to apply the changes to new documents, you can save them as a custom color theme.

1. On the **Page Layout** tab, in the **Themes** group, click **Theme Colors**.



2. Click **Create New Theme Colors**.
3. Under **Theme colors**, select the colors that you want to use. To see how colors that you select look in your document, click **Preview**. The sample in the Preview pane will change to show you a preview of your color selection.
4. In the **Name** box, type a name for the new color theme.
5. Click **Save**.


Creating Lists

Word can automatically create bulleted and numbered lists as you type, or you can quickly add bullets or numbers to existing lines of text.

Typing a Bulleted or Numbered List

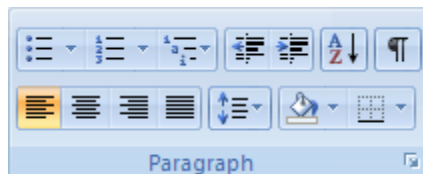
1. Type * (asterisk) to start a bulleted list or type **1.** to start a numbered list, and then press SPACEBAR or the TAB key.
2. Type any text that you want.
3. Press **ENTER** to add the next list item. Word automatically inserts the next bullet or number.
4. To finish the list, press **Enter** twice, or press **Backspace** to delete the last bullet or number in the list.

If Bullets and Numbering Do Not Begin Automatically

1. Click the **Microsoft Office Button** , and then click **Word Options**.
2. Click **Proofing**.
3. Click **AutoCorrect Options**, and then click the **AutoFormat As You Type** tab.
4. Under **Apply as you type**, select the **Automatic bulleted lists** check box and the **Automatic numbered lists** check box.

Adding Bullets or Numbering To a List

1. Select the items that you want to add bullets or numbering to.
2. On the **Home** tab, in the **Paragraph** group, click **Bullets** or **Numbering**.



For more bullet styles and numbering formats, click the arrow next to **Bullets** or **Numbering**.

Quick Tip: You can move an entire list to the left or the right. Click the first bullet or number in the list, and drag it to a new location. The entire list moves as you drag.

Spreading Out the Items in a List

You can increase the space between the lines in all of your lists by clearing a check box.

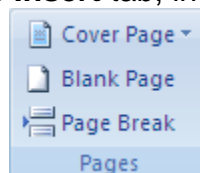
1. On the **Home** tab, in the **Styles** group, click the arrow next to Styles, and then right-click the **List Paragraph** style.
2. Click **Modify**.
3. In the **Modify Style** dialog box, click **Format**, and then click **Paragraph**.
4. Clear the **Don't add space between paragraphs of the same style** check box.

Adding a Cover Page

Office Word 2007 offers a gallery of convenient predesigned cover pages. Choose a cover page and replace the sample text with your own.

Cover pages are always inserted at the beginning of a document, no matter where the cursor appears in the document.

1. On the **Insert** tab, in the **Pages** group, click **Cover Page**.



2. Click a cover page layout from the gallery of options. After you insert a cover page, you can replace the sample text with your own text.

Quick Tips:

- If you insert another cover page in the document, it will replace the first cover page you inserted.
- If you created the cover page in an earlier version of Word, you can't replace the cover page with a design from the Office Word 2007 gallery.
- To delete a cover page, click the **Insert** tab, click **Cover pages** in the **Pages** group, and then click **Remove Current Cover Page**.

Displaying Different Views

There are several ways to view a document:

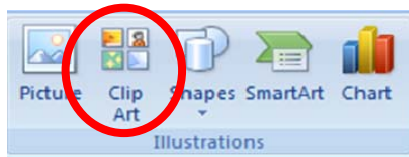
- **Print Layout View:** displays a document the way it will look when printed.
- **Full Screen Reading View:** displays as much of the content as will fit on the screen that is comfortable for reading.
- **Web Layout View:** displays a document the way it will be viewed in a Web browser.
- **Outline View:** displays the structure of a document as nested levels of headings and body text, and provides tools for viewing and changing its hierarchy.

Inserting Clip Art or Pictures

Pictures and clip art can be inserted or copied into a document from many different sources, including downloaded from a clip art Web site provider, copied from a Web page, or inserted from a file where you save pictures.

Inserting Clip Art

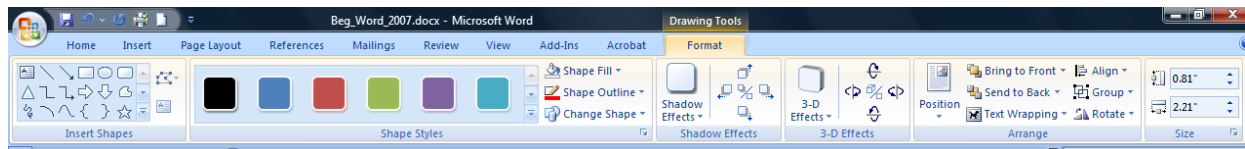
1. On the **Insert** tab, in the **Illustrations** group, click **Clip Art**.



2. In the **Clip Art** task pane, in the **Search for text** box, type a word or phrase that describes the clip art that you want, or type in all or some of the file name of the clip art.
3. To narrow your search, do one or both of the following:
 - To limit the search results to a specific collection of clip art, in the **Search in** box, click the arrow and select the collection you want to search.
 - To limit the search results to clip art, click the arrow in the **Results should be** box and select the check box next to Clip Art.

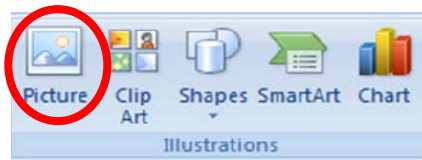
4. In the Clip Art task pane, you can also search for photographs, movies, and sounds. To include any of those media types, select the check boxes next to them.
5. Click **Go**.
6. In the list of results, click the clip art to insert it.

Note: The lone picture toolbar that used to pop out when you clicked on clip art no longer exists. Instead, when you click on a picture, you should see a **Drawing Tools** tab appear above the Format tab on the Ribbon.



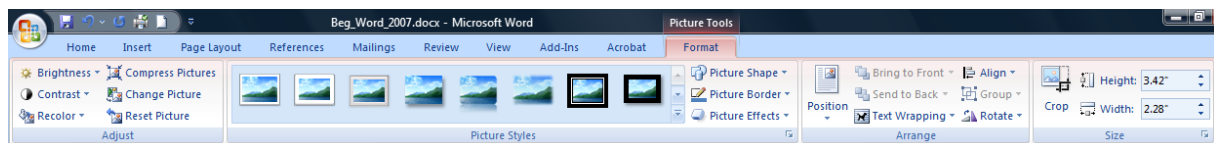
Inserting a Picture from a File

1. Click where you want to insert the picture.
2. On the **Insert** tab, in the **Illustrations** group, click **Picture**.



3. Locate the picture that you want to insert.
4. Double-click the picture that you want to insert.

Note: The lone picture toolbar that used to pop out when you clicked on a picture no longer exists. Instead, when you click on a picture, you should see a **Picture Tools** tab appear above the Format tab on the Ribbon.

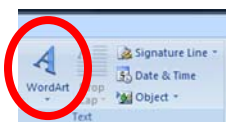


Inserting More Common Features

Inserting WordArt

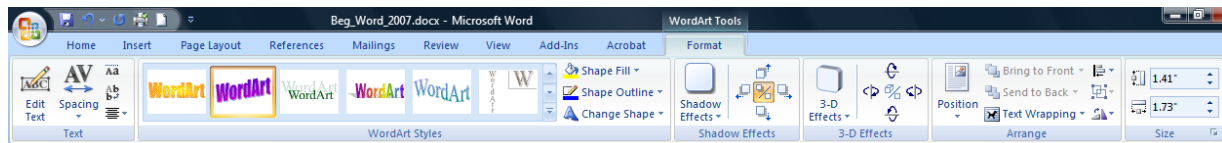
WordArt is a text-styling feature that allows users to create stylized text with various "special effects" such as textures, outlines, and many other manipulations that are not available through the standard font formatting.

1. Click where you want to insert the WordArt.
2. On the **Insert** tab, in the **Text** group, click **WordArt**.



3. Locate the style that you want to insert. You can always format the colors later.
4. Type in the text that you want in WordArt. Click OK.
5. To change formatting, colors, add effects, or anything else for WordArt, click on the WordArt text to access the WordArt tools.

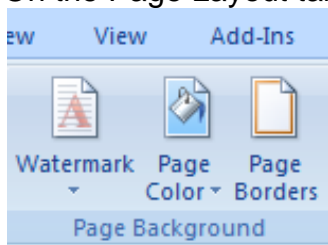
Note: The lone WordArt toolbar that used to pop out when you clicked on WordArt no longer exists. Instead, when you click on any WordArt, you should see a **WordArt Tools** tab appear above the Format tab on the Ribbon.



Inserting a Watermark

With watermarks, you can add a new layer of information to your documents. You can add text watermarks, such as *Draft* or *Confidential*, to your document. Microsoft Office Word 2007 provides galleries of ready-made watermarks, or you can create your own custom watermark, such as a company logo. Or you can add a background color or picture to your document.

1. On the Page Layout tab, in the Page Background group, click **Watermark**.



2. Do one of the following:
 - Click a predesigned watermark, such as *Confidential* or *Urgent*, in the gallery of watermarks.
 - Click **Custom Watermark**, click **Text watermark** and then select or type the text that you want. You can also format the text.
3. To view a watermark as it will appear on the printed page, use Print Layout view.

Inserting a Page Background

1. On the Page Layout tab, in the Page Background group, click **Page Color**.
2. Do any of the following:
 - Click the **color** that you want under Theme Colors or Standard Colors.
 - Click **Fill Effects** to change or add special effects, such as gradients, textures, or patterns.

Note: Select the color that you want before you apply a gradient or pattern.

Turning a Picture into a Background or Watermark

You can turn a picture, clip art, or a photo into a watermark that you can use to brand or decorate a document.

1. On the Page Layout tab, in the Page Background group, click **Watermark**.
2. Click **Printed Watermark**.
3. Click **Picture watermark**, and then click **Select Picture**.
4. Select the picture that you want, and then click **Insert**.
5. Select a percentage under Scale to insert the picture at a particular size
6. Select the **Washout** check box to lighten the picture so that it doesn't interfere with text.

The picture that you selected is applied as a watermark to the entire document.

Quick Tip: If you want to use an object, such as a shape, as a watermark, you can manually paste or insert it into the document. You cannot use the Printed Watermark dialog box to control settings for these objects.

This handout does not cover everything that Word 2007 can do, only some of the basics. There is so much more you can do with Word. In fact, Microsoft offers webcasts, demos, and more. Find more information on Word 2007 at the following websites listed below:

Resources:

Microsoft Word 2007 Training Courses

<http://office.microsoft.com/en-us/training/HA102155661033.aspx>

Microsoft Word Demos

<http://office.microsoft.com/en-us/word/CH100740901033.aspx>

Microsoft Online Help for Word 2007

<http://office.microsoft.com/en-us/word/FX100649251033.aspx?CTT=96&Origin=CL100636481033>

Word Tips:

<http://www.microsystems.com/resources/word-tips-and-tricks.php>